CAREER PROPOSAL PREPARATION AND SUBMISSION CHECKLIST

COVER PAGE

✓ **PROPOSAL MARGIN AND SPACING REQUIREMENTS***

- **Page Margins** - Proposals must have 2.5 cm margins at the top, bottom and on each side.

- **Type Size and Spacing**

  The type size used throughout the proposal must be clear and readily legible, and conform to all of the following three requirements:

  1. the height of the letters must not be smaller than 10 point;

  2. type density must be no more than 15 characters per 2.5 cm; (for proportional spacing, the average for any representative section of text must not exceed 15 characters per 2.5 cm); and

  3. no more than 6 lines must be within a vertical space of 2.5 cm.

(* from the Grant Proposal Guide, NSF 02-2, II B 2, http://www.nsf.gov/pubs/2002/nsf022/nsf0202_2.html)

✓ **FONTS**

Use **True Type** fonts to ensure accurate conversion to .pdf and avoid printing problems at NSF.

✓ **PROPOSAL PREPARATION ORDER**

Prepare (and save) the proposal cover sheet first. The Program Announcement Number that you enter on the cover sheet will ensure that you have the correct forms for CAREER proposals.

✓ **REMINDER**

NO APPENDICES ARE ALLOWED.* Proposals with appendices will be returned without review.

(* from the Grant Proposal Guide, NSF 02-2, II C 10, http://www.nsf.gov/pubs/2002/nsf022/nsf0202_2.html#IIC10)

FastLane (FL) Form	Items to be Contained in FastLane (FL) Form		Submission Method
PI Information	Information Requested in Standard FL Form		Automatically generated by FL.
Cover Sheet	Announcement No.	NSF 02-111	Submission is required. Entered using standard FL form. The cover sheet (NSF Form 1207) will be signed electronically at the time of submission by the SRO. PI signatures are no longer required for proposals submitted to NSF.
	Org/Unit	Select from displayed list	
	Co-PI's	Not allowed in competition	
	CAREER Eligibility	Certify eligibility by checking the applicable criteria boxes.	PI certification of eligibility for CAREER program is required.
	PECASE Eligibility	Check **either** "eligible" **or** "ineligible/do not wish to be considered" box	One PECASE eligibility box must be selected.
Project Summary (Limited to One Page)	Summary of integrated education and research activities of the proposed career development plan, not to exceed one page in length.		Submission is required. **Can not exceed one page.** Enter as text, by typing or uploading a word-processor file or PostScript file, or enter as PDF. (**NOTE:** Word-processor and PostScript files will automatically be converted to PDF format.)
Table of Contents	Automatically generated by FL		Automatically generated by FL. Proposer can not edit this form.
Project Description (Limited to 15 Pages)	Results from Prior Support (If applicable.) CAREER Development Plan		Submission is required. **Can not exceed 15 pages.** Entered as PDF using standard FL form. (See **Note** below.)
References Cited	References for **both** research and education activities		Submission is required. Entered as text or PDF. (See **Note** below.)

NOTE: In addition to PDF files, users can upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

FastLane (FL) Form	Items to be Contained in FastLane (FL) Form		Submission Method
Biographical Sketches (Limited to TWO Pages)	Information Requested in Standard FL Form	Include **BOTH** research and education activities and accomplishments	Submission is required. To upload all of your proposal biosketches as one PDF file, click on the PI's name and then the "Transfer PDF" button. Entered as text or PDF. (See **Note** below.)
Budgets (including Budget Justification)	Information Requested in Standard FL Form See GPG II.C.6, NSF 01-84 Section V.B. and CAREER FAQ's		Submission is required. Budget: One budget for each year of support requested. Cumulative Budget is automatically generated by FL. Entered using standard on-line FL form and/or uploaded excel spreadsheet (available for down-load in the FastLane Proposal Preparation application). Budget Justification: Not to exceed three pages. Entered as text or PDF. (See **Note** below.)
Current and Pending Support	Information Requested in Standard FL Form		Submission is required. You can upload all Current and Pending support items of your proposal as one PDF file by selecting the PI's name and either editing an existing form or creating a new one. Entered as text or PDF. (See **Note** on below.)
Facilities, Equipment and Other Resources	Information Requested in Standard FL Form		Submission is required. Entered as text or PDF. (See **Note** below.)

NOTE: In addition to PDF files, users can upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

FastLane (FL) Form	Items to be Contained in FastLane (FL) Form		Submission Method
Supplementary Docs	Departmental Endorsement	The proposal must include one (and only one) endorsement letter from the applicant's department head (or equivalent organizational official) which: • Includes the statement, "I have read and I endorse this career-development plan. I attest that the PI's career-development plan is supported by and integrated into the educational and research goals of the department and the organization. I personally commit to the support and professional development of the PI."; • Describes the support that the department/organization will provide. • Verifies the CAREER eligibility information that the PI self-certified in the proposal submission process. The applicant's department head (or equivalent organizational official) must sign the letter. The official's name, title, and date must appear below the signature.	Submission is required. Scan the documents and convert to pdf files. Upload the pdf files. Hard copies must NOT be mailed to NSF.
	Letters of Commitment	Letters that describe planned collaborative efforts	
List of Suggested Reviewers (Optional)	Information Requested in Standard FL Form		Submission is optional. Entered as text using standard FL form. PDF is not an option.
Deviation Authorization (if applicable)	"GPG Section II.A." Exemption	Full text of approval from an **NSF Assistant Director** must be submitted.	Submission is required, if applicable. Entered as text using standard FL form.
	"Eligibility Criteria" Exemption	**No exemptions allowed.**	
Link Collaborative Proposals	Not applicable		Not applicable
Add/Delete Non PI/Co-PI Senior Personnel	Not applicable		Not applicable

Summary of NSF Rules for PDF files:
(https://www.fastlane.nsf.gov/a1/pdfcreat.htm)
- **Do not use Adobe Acrobat PDFWriter**
- **Always embed all fonts**
- **Always use embeddable Type 1 or True Type fonts**
- **Always check your results**
- **If using TeX or LaTeX, subset your fonts at 100%**

PDF Reminder for PI's and SRO's:

Software to Use to Create PDF Files:
- **Adobe Acrobat Distiller (3.x or higher) or Ghostscript (6.5 or higher)**

Faculty Early Career Development (CAREER) Program
Program Announcement NSF 02-111
Submission Requirements' Checklist
FastLane Help Desk 1-800-673-6188

<div style="text-align:center">

VERY IMPORTANT SCANNING INFORMATION

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Size of Scanned Document

Once your document is scanned and converted to PDF format, open the file using Adobe Reader. Look at the bottom of the document and you will see the file size. It should be 8.5 x 11. FastLane will block the upload of non 8.5" x 11" files, but will offer to attempt to fix the page size The automatic fix is nearly perfect for scanned documents, but please proofread the resulting file carefully.   If you wish to set the 8.5" x 11" page size yourself, please consult the instructions in the scanner's manual. OR, if you use Abobe Distiller to convert your files to pdf, please download the Adobe JobOptions as described in the NSF PDF instrucitons https://www.fastlane.nsf.gov/a1/pdfcreat.htm.

Orientation of File

As long as the page size is 8.5" x 11", you may choose either portrait or landscape orientation.

Resolution

Do not scan at the highest resolution. In most cases, this will cause your files to become very large. NSF is only concerned with being able to read the document. The file does not need to be in color. Some scanned files at a lower resolution may look "fuzzy," but as long as they are readable, NSF will be satisfied. The larger the file, the longer it will take to transfer the file over the Internet, which can cause timeout conditions for PIs or reviewers using modems.

Adobe Photoshop Hints

If you scan your documents into Adobe Photoshop (Illustrator and Framemaker also apply), you still need to convert them to PDF files using Adobe Distiller. The PDF output from Photoshop (Photoshop PDF *pdf) is not the same output you achieve when using Distiller-even though both products are made by Adobe. (The Photoshop PDF uses PDF Writer which is blocked by FastLane.) Please save your Photoshop file as "Photoshop EPS" and upload the .EPS file to FastLane (or use Distiller to convert to PDF.)

If you do use Adobe Photoshop, make sure your document is not inverted (black background and white text). If the file is inverted, click on the "Image" menu and select "Adjust" and then "Invert."

DO NOT Scan and Save as TIFF

Do not save your file as TIFF. Sometimes TIFF files produce an error message and FastLane is unable to read the file. TIFF files usually include an EOFB (end of data) command that indicates where each file's image information stops. Some applications insert the EOFB command before the last line of the file when they create TIFF files. For example, if the TIFF file contains 4400 lines, the application may insert the command at line 4368. Acrobat viewers will return an error message when they read an EOFB command before the actual last line of a TIFF file.

JPG or BMP

Once you scan in your document, save it as .jpg (preferred) or .bmp and then insert (rather than "cutting and pasting") into a Word Processing document. Alternatively, you can covert the image file to PDF if you have Acrobat Distiller - FastLane does not convert JPEG or BMP files to PDF.

ALWAYS PREVIEW

Preview your scanned document to make sure no characters were inserted into the document. This happens when you scan using OCR technology.